

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento, California 95826-9101



CAJS-J1-SP

2 July 2009

MEMORANDUM FOR All California Military Department State Civil Service (SCS) Employees

SUBJECT: State Personnel Policy Memorandum 2009-08
State Civil Service Furlough Program- Third Furlough Day

1. The Governor has announced a third furlough day, effective this month. It is a step the Administration takes with great reluctance and absolute necessity to achieve immediate, significant budget savings. Furlough days, unfortunately, are now being used by many other state and local governments, and the private sector. Beginning August, most State government offices will be closed the first, second and third Fridays of the month, however the Military Department is not one of these departments and will be open normally on Fridays.

2. The Department of Personnel Administration (DPA) has added information about the additional 3rd day of furlough, including FAQ's on the website link below, and will continue to provide updated information as it becomes available.

www.dpa.ca.gov

3. Policy memorandum 2009-04, dated 13 April 2009 acknowledges the furlough days are a self directed program per DPA PML 2009-13 and the Military Departments policy will remain the same allowing SCS employees to request changes with supervisor approval; however supervisors must still clear the change with their respective Director or Commander.

3. Should you encounter a situation that requires special assistance, please remember that the State of California's Employee Assistance Program (EAP) is an available resource to each employee. To inquire about available services and resources, they can be contacted at 866-327-4762, or you can visit the EAP website at:

www.eap4soc.mhn.com

5. As always, please feel free to contact the State Personnel office at (916) 854-3310 if you have any further questions.

FOR THE DIRECTOR, JOINT STAFF:

Jeffrey W. Magram (2 July 09)

JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

DISTRIBUTION:
A, F and M